



**Ambition  
Institute**

# **NPQ Assessment Malpractice and Maladministration Policy**



## NPQ Assessment Malpractice and Maladministration Policy

<b>Policy Owner</b>	NPQ Assessment Lead Moderator
<b>Version</b>	1.1
<b>Last reviewed</b>	June 2024
<b>Approved by</b>	NPQ Programme Board
<b>Next review due</b>	June 2025
<b>Applies to</b>	Staff and external contractors assessing on any Ambition programmes. This policy applies to all NPQ programmes beginning in Autumn 2021 or later.
<b>Exceptions</b>	For plagiarism cases, refer to the NPQ Plagiarism Policy. Participants on the Masters in Expert Teaching programme should refer instead to Ambition Institute’s NPQ Plagiarism Policy and Complaints Policy.
<b>Audience</b>	Available on the policy hub or externally on Ambition’s website.

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## Section 1: Overview

### 1.1. Purpose

1.1.1. The policy outlines our NPQ assessment process with regards to malpractice or maladministration, for the benefit of delivery partners, Ambition employees and participants on all NPQ programmes. It also explains what actions you should take if you suspect or become aware of any actual malpractice or maladministration and the stages that will take place to review your allegation(s).

### 1.2. Scope

1.2.1. This policy applies to delivery partners, Ambition employees and participants on all NPQ programmes.

### 1.3. Definitions

1.3.1. Malpractice and maladministration comprise any deliberate or accidental action, process, other practice, or failure to act, that compromises the integrity and consistency of qualifications awarded by Ambition Institute.

### 1.4. Roles and Responsibilities

1.4.1. **Delivery partners and subcontractors:** Once you become aware of any suspected or actual malpractice or maladministration by yourself or your participants, you must report this to Ambition Institute within 24 hours. You must cooperate fully with us to review the suspected irregularity. See section 2.1 for details to include in your report.

1.4.2. **Ambition employees, including internal faculty:** If you suspect malpractice or maladministration, you should notify the NPQ Assessment team, using the shared inbox. See below for details to include in your report.

1.4.3. **Participants:** If you suspect malpractice or maladministration, you should notify the programme team or delivery partner responsible for your provision. See below for details to include in your report.

## Section 2: Policy and Procedure

### 2.1. Reporting cases

2.1.1. Where possible your report should include:

- > Name and contact details of the person making the report.
- > Participant's name, TRN, school name and URN, if applicable.
- > Delivery partner name, if applicable.
- > Details of the qualification and the programme start date.

- > Nature of the suspected or actual malpractice or maladministration and associated dates.
- > In cases of suspected malpractice, the details of any individual(s) suspected of complicity.
- > Details and outcome of any initial investigation conducted by the delivery partner.

## **2.2. What happens next?**

2.2.1. Once an allegation of suspected malpractice or maladministration is made, we will review the allegations. Subsequent withdrawal of the allegations will not impact this process.

### **2.2.2. Stage one – receipt of your report:**

- > You will be asked to declare any personal interest you have.
- > Ambition Institute will acknowledge receipt of the report within two working days.

### **2.2.3. Stage two – investigation of your report:**

- > Ambition Institute will decide whether there are reasonable grounds for the allegation.
- > If the allegation is upheld, Ambition will review the allegation.
- > If the allegation relates to a participant or third-party organisation, Ambition will notify them.
- > We endeavour to complete a review within ten working days.
- > If the review is likely to take longer, we will advise all parties of the revised timescale.

#### **2.2.3.1. The Ambition Institute staff member conducting the review will:**

- > Determine the cause of the irregularity.
- > Determine whether it was deliberate or accidental.
- > Recommend measures to mitigate the adverse impact, including changes to the process for the future.
- > Recommend any sanctions to participants or delivery partners (if applicable).

#### **2.2.3.2. Whilst the review is underway Ambition Institute may:**

- > Suspend release of results to the participant, delivery partner, or subcontractor under review.
- > Impose a temporary suspension to the delivery partnership/participant.
- > Reassign the implicated staff members to other duties until the review is complete.

### **2.2.4. Stage three – outcomes of the review:**

2.2.4.1. Where the malpractice or maladministration is the fault of Ambition Institute or our staff members:

- > In cases of malpractice, Ambition Institute will instigate formal HR proceedings with the staff member(s) responsible.

- > In cases of malpractice or maladministration, Ambition Institute will cover the cost of repeating any assessment processes required.

2.2.4.2. Where the malpractice or maladministration is the fault of the participant, Ambition will:

- > In cases of maladministration, allow participants to rectify this (proportionate administrative charges may apply).
- > In cases of malpractice, decide a sanction based on the severity of the incident.
- > Notify relevant parties including:
  - > The delivery partner.
  - > The participant's school.
  - > Regulatory or quality assurance bodies overseeing the award of the relevant qualification.

2.2.4.3. Where the malpractice or maladministration is the fault of a delivery partner:

- > We will seek to protect the participant(s) from the adverse effects of this malpractice or maladministration.
- > Where possible, we will avoid asking participants to repeat assessments already undertaken.
- > The Ambition Institute NPQ Associate Director with responsibility for Delivery Partner delivery will review whether the delivery partner has taken adequate steps to provide sufficient confidence to continue the delivery partnership. We may introduce additional oversight at the cost of the delivery partner or terminate the delivery partnership.

2.2.4.4. In all cases Ambition Institute will:

- > Document steps taken, evidence gathered, and conclusions reached with the justifications, which we will store securely for a minimum of five years.
- > Notify you (the reporting party) of the outcome within five working days of the review.
- > Notify any participants, schools, and delivery partners involved within two working days of the review.
- > Notify regulatory or quality assurance bodies overseeing the award qualification.

## **2.3. Appeals**

2.3.1. If you wish to appeal, please refer to our NPQ Assessment and Appeals policy.

2.3.2. If you wish to make a formal complaint, please refer to our Complaints policy.

### Section 3: Version Control

3.1.1. All Ambition policies are regularly reviewed by the Policy Owner. Feedback from employees and relevant stakeholders will be considered during the review process, and revisions will be made as necessary to reflect changes in laws, regulations, or company practices.

Version	Issue/release date	Summary of changes	Approver
1	July 2022	N/A	Director, Programmes Operations
1.1	June 2024	Minor wording changes	Director, Programmes